

12 May 2021



Dear Parent/Carer

Assessment Weeks – 17 May 2021 to 28 May 2021 inclusive

Students in Years 11 and 13 have been working hard in lessons, completing assessments and providing teachers with the evidence they need in order to award a grade this summer. During the weeks commencing 17 and 24 May most subjects will be asking students to complete longer assessments using the material provided by exam boards in March and April. A schedule explaining when those longer assessments will be happening is available on the following page of our website: [Examinations - Sandwich Technology School \(sandwich-tech.kent.sch.uk\)](https://www.sandwich-tech.kent.sch.uk/examinations).

I would like to stress that these assessments are **not exams!** Also, they do not determine what a student's grade will be. They are simply another form of evidence to go alongside the other work that we have gathered both since and before the January to March closure. The assessments will be completed in classrooms and students will generally be following their normal timetable for the full two weeks. In lessons that don't have an assessment, students will be completing other activities and working as normal. The next two weeks should feel very similar to what has been happening in lessons since the 9 March return.

So, students should not worry excessively as this can cause stress which could undermine the standard of work they complete. Please remind them that teachers will be basing their grades on **all the available evidence**, not just the final assessed piece of work. If a student has been working well, following the teacher's instructions and completing assessments, this final piece of work is not going to radically change the grade they are given.

However, we still want students to approach these assessments seriously as they do provide an opportunity to boost their chances of success. The assessment timetable has been shared with them as some assessments are longer and require slight changes to their timetable. Also, this document gives the fortnight a little more formality. There are *some* students who will benefit from this formality as it will sharpen their approach to assessments and prompt them to work a bit harder. The assessments will be conducted under examination style conditions so that everyone is able to concentrate fully and do their best.

Students in Year 11 and 13 are not required in school on or after Monday 7 June unless they are invited in personally to complete an assessment. This will only happen in exceptional circumstances but students should still ensure they are available for the week of 7 Juneⁿ in case they are required. We have a big task on our hands to make sure that grades are awarded fairly in line with Ofqual and JCQ regulations, are moderated and quality assured thoroughly. Please rest assured we have been planning for this since the government announced details in February and have the necessary policies, training and systems in place. We have until 18 June to submit the grades and we will then be subject to an external review of our systems by the exam boards.

A guide to the process, which I hope you find useful, together with an explanatory video, is also available to view on the website. If you have any further questions about how grades will be awarded, please do get in touch with me on 01304 610054 or by email.

I would like to wish all students the very best both for their remaining two weeks in school and for the next stage of their education, training or employment.

Yours faithfully

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